

Quick Guide to Thrivent Financial for Lutherans Chapter Leadership Roles

Chapter leadership board roles in the Thrivent chapter system consist of five required elected positions and five optional elected positions.

Required positions

President—8 to 10 hours/month*

- Provides leadership to the board.
- Oversees the planning and strategic direction of the board.
- Schedules and conducts chapter meetings.
- Provides direction to service teams.
- Oversees the chapter leadership board election and annual financial audit.

Vice president—6 to 10 hours/month*

- Provides leadership in the absence of the president.
- Serves as legislative contact for the chapter.
- Leads the Nominating Committee to identify future chapter leaders.
- Ensures recognition of volunteer efforts.
- Invites elected officials to chapter activities and events.

Congregational service team director—6 to 10 hours/month*

- Supports the chapter's congregational coordinators and congregational service teams.
- Monitors congregational coordinator vacancies and supports recruitment efforts to fill them.
- Serves as liaison between the chapter and the congregational coordinators, and trains and supports congregational coordinators.
- Ensures congregational service team activities are completed, funded and reported.

Records director—8 to 10 hours/month* (internet access required.)

- Provides leadership to the administrative functions of the board.
- Receives and processes correspondence with community service teams.
- Maintains accurate, current records, calendars and meeting minutes.
- Submits nonfinancial reports to the Operations Center.

Financial director—12 to 15 hours/month* (internet access required.)

- Maintains financial accounting for the chapter leadership board and service teams.
- Verifies, tracks and responds to service team program funding requests.
- Collects and maintains service team receipts for Care programs and verifies expenses and year-end financial reporting.
- Maintains financial records for the chapter board and service teams and authorizes fund transfers.
- Manage the chapter's operating funds budget, including reimbursing and maintaining records for operating funds expenses and reporting expenditures online.

For more complete information on all Thrivent Financial volunteer leader roles, go to Volunteer Leader Resources at www.thrivent.com > Thrivent Community > Chapters.

*Hours may vary from chapter to chapter.



Quick Guide to Thrivent Financial for Lutherans Chapter Leadership Roles (continued)

Optional positions

Assistant financial director— 6 to 8 hours/month*

- Assists financial director in maintaining financial accounting for the chapter board. Responsibilities similar to financial director.

Communications director— 8 to 12 hours/month*

- Supports service teams in communicating with congregations and communities.
- Develops and distributes communications to service teams and members, and Thrivent Financial press releases to local media.
- Acts as liaison with the Operations Center, the regional financial office and the Manager of Lutheran Community Services.
- Assists the vice president as legislative contact for the chapter, and invites elected officials to chapter activities.
- Helps service teams promote their activities.

Community service team director— 4 to 5 hours/month*

- Trains and supports community service teams.
- Initiates and suggests activities for community service teams to qualify for funding.
- Ensures community service team activities are completed, funded and reported.

Events director—4 to 6 hours/month*

- Helps determine appropriate recognition and events sponsored by the chapter leadership board.
- Develops plans to recognize volunteers and volunteer leaders.
- Provides project and event planning guidance to service teams.
- Helps design and set up event displays.

Youth director—6 to 8 hours/month*

- Organizes teams of youth or students to lead projects or form community service teams.
- Makes youth groups aware of opportunities to get involved, including JOIN HANDS DAY.
- Supports and represents youth and their involvement on the leadership board.

Appointed positions / additional volunteer opportunities

- **Internet advisor:** Develops and maintains the chapter website.
- **Financial representative advisor:** Serves as the voice of the Regional Financial Office and the Manager of Lutheran Community Services.
- **Past president advisor:** Provides advice to the chapter board.
- **Program advisor:** Provides updates about Thrivent Financial fraternal programs.
- **Congregational coordinator team:** Administers the Care in Congregations® program in their congregation.
- **Community service team:** Conducts Care Abounds in Communities® activities.
- **Thrivent Builds with Habitat for Humanity positions.** For more information, see www.thriventbuilds.com.
 - **Thrivent Builds chapter specialist** supports the Thrivent Builds program in the chapter.
 - **Thrivent Builds Congregational champion** supports the Thrivent Builds program in the congregation.

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